

**ADMINISTRATIVE - INTERNAL USE ONLY EYES ONLY**

DD/S&T# 4273-79/1

ORD-1127-79

14 AUG 1979

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Recommendation for Quality Step Increase

STAT

1. I recommend that [ ] of the Contracts Staff of the Office of Research and Development be granted a Quality Step Increase for sustained outstanding performance as the senior secretary serving in an approved GS-07 secretary/stenographer position.

STAT

2. [ ] has been assigned to Contracts Staff since 1975. She has progressed from the junior clerical position to the senior secretary responsible for all clerical activities for the Staff. In this capacity, she is responsible for clerical office management, supervision of secretarial personnel, document flow and control, and work priorities.

STAT

[ ] is a self starter whose spirit of cooperation and willingness to take on additional responsibility play a major part in maintaining the level of effectiveness of this office.

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3. Recently, sudden dramatic changes in the administrative forms and procedures used in preparing the contractual documents demanded a substantial rewriting of the office "clerical instructions." Without her concentrated effort in

*approved*

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**EYES ONLY**

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reorganizing the procedures so as to handle these changes, not only would the orderly training of a new secretary have been delayed but also the inability to meet critical deadlines would have been adversely affected which would have had serious repercussions on the effectiveness of this office.

4. Needless to say, the above is only one example of [redacted] total effectiveness. Her use of sound judgment, versatility, and the ability to express herself both orally and in writing establishes her as a special person which I strongly feel deserves a Quality Step Increase.

STAT

STAT

[redacted]  
Director of Research and Development

CONCUR:

STAT

[redacted]  
Leslie C. Dirks  
Deputy Director  
for  
Science and Technology

20 AUG 1979

Date

APPROVED:

STAT

[redacted]  
Director of Personnel

22 Aug 79  
Date

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FB:ssc [redacted] August 1979

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